



Office of the City Clerk

Weekly Report – for Week Ending October 7, 2016

OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

Elections

Staff are preparing and advertising for the October 29 and November 5 Candidate Filing Briefing workshops. Declaration-of-Intention filing begins on Monday, November 7, 2016 and ends on Saturday, November 12, 2016 at noon. As of October 4, 103 candidates have expressed interest in elected office.

The City Employee Poll (CEP) worker staff kicked off the recruitment period with a briefing session for department coordinators on October 4. Attendance was excellent with 30 departments represented.

During National Voter Registration Week, from September 26 – October 2, 2016, staff coordinated 202 voter registration events at nine community college campuses, four homeless shelters and two high schools. They reached approximately 6,324 people and registered 1,138 voters, 106 of whom were registered at homeless shelters.

Records Management

On Saturday, October 15th the City Archives will staff a table at the 11th Annual Los Angeles Archives Bazaar at USC. This daylong event is free, open to the public, and will host a variety of archives, libraries, and lesser known repositories of historical information from around Los Angeles. <http://laassubject.org/archives-bazaar>

Systems

Approximately 800 Council files dating back to 2002 were scanned and uploaded onto the Council File Management System (CFMS). With older Council files now available online, the public can view or download the files from the CFMS without having to trek to the Records Center. As of today, there are approximately 247,000 Council documents available online from the CFMS system.

Union Bank currently provides banking services to the Neighborhood Councils. This process is managed by the City Clerk's Funding Program staff. Union Bank initially wanted to stop providing these services, however they remain interested in providing new checking accounts and credit cards for the NCs. Systems has been reviewing the Union Bank checking and credit card interface to determine whether to develop an in-house application to track the Neighborhood Council spending and payment or to use the FMS system. Additional meetings have been scheduled with the Union Bank in the coming weeks to further discuss the requirements.

Issue(s)

Fifty-four (out of 96) NCs are out of compliance relative to submitting Monthly Expenditure Reports. This non-compliance can result in the "freezing" of accounts. Staff will call and find out what the problem is and send these NCs a letter giving them 30 days to comply. Council offices will be notified of this potential freezing of accounts.

Upcoming

None.